

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DENTIST

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide clinical dental services to patients in the Health Department Dental Clinic. Duties and responsibilities include providing patient care and dental treatment, assessing and examining patients' physical and dental conditions, recording patient conditions in medical records, prescribing or issuing medications, providing patient counseling and education, preparing documentation and maintaining records, maintaining inventory of supplies, and performing other duties as assigned. Supervises Dental Assistant and reports directly to County Health Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides direction, guidance, training, and assistance to dental assistants or other employees as relates to patient services, patient management, equipment operation, and supply maintenance; coordinates and assigns work activities; monitors status of work, inspects completed work, and troubleshoots problem situations.

Ensures compliance with established dental procedures, practices, protocols, and all other applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures and infection control procedures; monitors security of medications, medical instruments, and other supplies; monitors work environment and use of safety equipment to ensure safety of employees, patients, and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with department management or other officials to review operations and activities, review and resolve problems, receive advice/direction, and provide recommendations.

Provides routine dental services to dental clinic patients; provides comprehensive dental services for children and emergency dental services for adults; diagnoses and treats diseases, injuries, and malformations of teeth, gums, and oral structures.

Examines patients to determine nature of condition; reviews patient medical history and statement of problems; reviews dental x-rays; cleans, fills, extracts, and replaces teeth; uses dental instruments, dental appliances, and medications to conduct examinations and procedures; provides preventive dental services such as application of fluoride or sealants to teeth.

Writes prescriptions under state guidelines; dispenses medications available in clinic when appropriate.

Provides counseling and instructions to patients regarding scope of treatment, possible discomfort, follow-up care, preventive measures, or other issues.

Makes referrals to other dental/medical providers as appropriate.

Prepares medical records documenting dental services, advice, and instructions provided to each patient.

Establishes schedules for dental clinic operation and patient appointments, in conjunction with director and other clinic personnel.

Provides public education and information relating to oral/dental hygiene; responds to inquiries relating to department activities.

Prepares or completes various forms, reports, correspondence, patient medical records, prescriptions, instructions, or other documents.

Receives various forms, reports, correspondence, patient medical records, x-rays, dental textbooks, drug/medication guides, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current library of publications, textbooks, medical/pharmaceutical guides, manuals, or other reference materials.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Oversees operation of a variety of equipment, tools, dental/diagnostic instruments, dental supplies, or general office equipment associated with work activities; inspects equipment to ensure safety and proper operations; ensures appropriate cleaning, sanitation, and maintenance of equipment, instrumentation, and facilities; coordinates repair or replacement of equipment as necessary.

Monitors inventory levels of departmental supplies; ensures availability of adequate materials to conduct work activities; checks expiration dates of drugs and supplies; initiates orders for new or replacement supplies/materials; conducts periodic inventory counts.

Communicates with director, employees, other departments, patients, family members, the public, other dental professionals, medical professionals, medical/dental facilities, state/local agencies, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings; makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, medications, trends and advances in the profession; reads professional literature; maintains professional licensure and affiliations; attends workshops and training sessions as appropriate.

Always responds to and reports immediately if called upon by local, regional, or central office supervisors, as part of a coordinated emergency response by the Department of Health.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Doctorate in Dental Surgery or Dental Medicine; supplemented by one (1) year previous experience and/or training involving provision of dental services; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid license to practice Dental Medicine in Tennessee. Must possess and maintain valid DEA Certification. Employees in this position may not possess any outstanding school loan balances which would prohibit credentialing of the employee by TennCare and/or other insurance companies. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to assist persons by action or interaction in carrying out specialized therapeutic or adjustment procedures. the ability to inform and guide others by applying principles of professional counseling in addressing specific situations. Require the ability to function in a managerial capacity for a division or organizational unit. Include the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, fumes, machinery, bright/dim light, toxic agents, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Extractions, Cleaning, Setup, X-rays, Charts

Surface: Concrete

Estimated Total Hours: 3 **Maximum Continuous Time:** 2

2. SITTING

Tasks: Operative Dentistry, Charts, Computer work

Estimated Total Hours: 4.5 **Maximum Continuous Time:** 1

3. LIFTING/CARRYING

Objects: Supplies, Equipment

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs				X	
76-100 lbs				X	
>100 lbs					X

4. CLIMBING

Tasks: Supplies

Device: Stool

Height: 2 feet

Frequency: Monthly

5. BENDING/SQUATTING/KNEELING

Tasks: Repair equipment, cleaning

Frequency: daily

6. REACHING

Tasks: operative dentistry

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	X	Hourly	10-25 sec	Less than 1 pound
21-36"	X	Hourly	10-25 sec	Less than 1 pound

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures		X
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces		X
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>98</u> % of time
Outside	<u>2</u> % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

Exemption Status Tests

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
	✓	
✓		
✓		

Exemption Status Test (Licensed Professional Employee)

~ The following questions to determine whether you've misclassified a worker as a learned professional:

1. Is the employee's primary duty to perform work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction?
2. Is the advanced knowledge obtained by completing an academic course of study resulting in a four-year college degree or leading to certification?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		

Exemption Status Test (Computer Professional Employee)

~ The following questions to determine whether you've misclassified a worker as an exempt computer professional:

1. Is the employee paid at least \$455 per week on a salary or fee basis or, if paid hourly, at a rate of not less than \$27.63 per hour?
2. Is the employee's primary duty:
 - Application of system analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications; or
 - Design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; or
 - Design, testing, documentation, creation or modification of computer programs related to machine operating systems; or
 - A combination of the aforementioned duties requiring the same level of skills?

YES	NO	Don't Know
✓		
	✓	
	✓	
	✓	
	✓	

Exemption Status Test (Executive Employee)

~ The following questions to determine whether you've misclassified a worker as an exempt executive:

1. Is the employee's primary duty managing the enterprise or a department or subdivision of the enterprise?
2. Does the employee customarily direct the work of two or more other employees or their equivalent?
3. Does the employee have the authority to hire or fire, and do her recommendations carry significant weight if unauthorized to make the final decision?
4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

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YES	NO	Don't Know
	✓	
✓		
	✓	
✓		

Rutherford County, Tennessee • Dentist

Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date